

LEGAL TITLE TO ART WORK PRODUCED UNDER THE WORKS PROGRESS ADMINISTRATION

I. Background

The Department of the Treasury began Federal art patronage in 1933. The programs operated under different branches of the Department of the Treasury. In 1940, all Treasury Programs were transferred to the Federal Works Agency.

The Works Progress Administration began the Federal Art Project in 1935. In 1939, it was renamed the Works Projects Administration Art Program and was also transferred to the Federal Works Agency.

The General Services Administration (GSA) became the custodian of works of art produced under the Works Projects Administration (WPA) and other programs in 1949. The Federal Property and Administrative Services Act of 1949 created the GSA and all functions of the Federal Works Agency were transferred to the GSA.

II. General Concepts of Federal Property Ownership

The authority for the federal government to own, use and dispose of property is found in the Constitution at Article 4, Section 3, Clause 2. The courts have interpreted this clause to mean that only Congress has the power to procure, use or dispose of property, real or personal, for the benefit of the federal government and the public. Allegheny County, PA v. United States, 322 U.S. 174 (1944). Authority to exercise these powers can be given to the executive branch (federal agencies) by laws enacted by Congress, but such laws will be strictly construed. Id. Therefore, federal property can only be disposed by an act of Congress, either by general enabling legislation (such as GSA's authority under the Federal Property and Administrative Services Act of 1949) or by specific legislation.

Based on the above, the courts have held that the federal government cannot abandon property. United States v. Steinmetz, 763 F. Supp. 1293 (D.N.J. 1991), aff'd, 973 F.2d 212 (3rd Cir. 1992). "It is well settled that title to property of the United States cannot be divested by negligence, delay, laches, mistake, or unauthorized actions by subordinate officials." Id. Furthermore, inactivity, neglect or unauthorized intentional conduct on the part of government officials will not divest the United States of ownership interest in property.

Kern Copters, Inc. v. Allied Helicopter Serv., Inc., 277 F.2d 308 (9th Cir. 1960); United States v. City of Columbus, 180 F. Supp. 775 (S.D. Ohio 1959).

Congress may attach reasonable conditions to the disposal of property. Tennessee Valley Authority v. Lenoir City, Tenn., 72 F. Supp. 457 (E.D. Tenn. 1947). If the purchaser/recipient does not want to take the property subject to these conditions, they may decline to proceed with the transaction. However, if the transaction is completed, the purchaser/recipient must comply with the conditions. Id.

The ownership interest held by the United States in any work produced under the Works Progress Administration or its predecessors, still remains vested in the United States, unless it can be shown to have been conveyed in a manner authorized by Congress.

III. Title to WPA Art Work

Work commissioned under the WPA was either loaned or allocated to federal, state and local governmental entities and tax supported organizations, or non-profit organizations. During the operation of the WPA art program, it was clearly stated that the federal government would hold full legal title to art work on long term loan and title remains in the government today. However, legal title to art work distributed under the allocation procedure was not clearly established while the WPA art program was ongoing.

To establish the status of ownership with regard to works allocated, GSA relied on the legal precedent discussed above, and on the regulations of the WPA as established in The Operation of Specific Professional and Service Projects, Operating Procedure No. G-5, section 32, January 10, 1940 (“Operating Procedure”), and the Public Works of Art Program Bulletin issued by the Assistant Secretary of the Treasury on March 26, 1934, titled “Legal Title to Works Produced under the Public Works of Art Project” (“Bulletin”).

The relevant portions of the Operating Procedure with regard to allocations are as follows:

1. Section 32, Part A, 1st paragraph: “For the purposes of this section the word ‘allocated’ shall mean the transfer of title.”
2. Section 32, Part C, 3rd paragraph: “If an agency or institution which has received a work of art on allocation or loan desires to be released from the responsibility of custody of the work, the official representative of the agency or

institution shall communicate with the Director of the WPA Art Program, Washington, D.C.”

3. Request for Allocation Form, end of page: “It is understood that custody of the work listed above will not be transferred and that the work will be exhibited for public use as indicated. Institutions desiring to be released of any work shall communicate with the Director of the Work Projects Administration - Art Program, Federal Works Agency, Washington, D.C.”
4. Receipt for Allocation of Works of Art: “It is understood and agreed that the allocation of these works is subject to the regulations of the WPA Art Program and is for the purpose which we have indicated on REQUEST FOR ALLOCATION, executed by us.”

The relevant portions of the Bulletin with regard to allocations are as follows:

1. Paragraph 1: “All works of art executed with the intent that they should occupy a particular place in some public building are to be treated as a part of that building.”
2. Paragraph 3: “All works of art produced by the project which are movable and not executed to occupy some particular location are the property of the Federal Government and will be in the custody for the Federal Government of the various Regional and Sub-Regional Committees and the central office in Washington.”¹

In the first section of the Operating Procedure quoted above, it states that allocated means the transfer of title. On the portion of the Request for Allocation form, quoted in paragraph 3 above, it states that custody of the work would not be transferred. Statements such as these, read separately and out of context from the Operating Procedure, have caused much confusion both within the government and among institutions. However, if these statements are read in the context of the entire Operating Procedure, a pattern emerges evidencing the intent of the original program.

The first section quoted indicates that some form of title was meant to be transferred in an allocation. However, Part C of the Operating Procedure, quoted above in paragraph 2, shows that the WPA intended to maintain some level of control over the works of art by providing a means of recovery if the custodian agency or institution no longer desired to be responsible for the work of art. This intent is reflected again in the Receipt for Allocated Works of Art form, quoted in paragraph 4 above.

Another example of the WPA's intent to keep some level of control over the works of art in the government can be seen in Part A, second paragraph of the Operating

¹ The Bulletin only applies to works produced under the Department of Treasury's Public Works of Art Project (PWAP), which later became a part of the Federal Works Agency.

Procedure.² There it states that nonprofit institutions could receive works under the loan program, but only tax supported entities could receive the works by allocation.

It appears to be the intent of the Operating Procedure, and it is the position of GSA, that allocated works of art were transfers of restricted title. The receiving agency or institution received legal title to the works of art limited by the purpose stated in the allocation forms and by the regulations. For example, if a WPA work was allocated to be displayed in a public building by a state agency, and the state agency could no longer display the work, the legal rights to the work retained by the federal government would come into play. The state agency could not sell the work for profit, but must return it to the federal government. However, if the state agency would like to store the work, then display it again in the future, it can do so without triggering the reversionary rights of the federal government.

GSA applies this position to all movable works of art, including murals that are painted on canvas attached to the wall. If the art work is an integral part of the structure (murals, bas-reliefs and architectural ornamentation) and the structure is still owned by the original recipient of WPA art work, that institution is under an obligation to notify GSA if it no longer desires custody of the work. However, if the structure has been sold to a third party, the art work conveys with the structure and the federal government can no longer assert reversionary ownership rights in the work.³ GSA does request that any institution that has acquired a structure that contains WPA art work that is an integral part of the structure, and is preparing to destroy that art work, contact the GSA Fine Arts Program which may choose to preserve the work.

IV. Impact on Custodians of WPA Art Work

This position has no immediate impact on custodians of WPA art work. The GSA is attempting to catalog all works of art created under the WPA that are located in non-federal repositories, but has no intention of reclaiming any of these works unless requested to do so by the custodial agency or institution.

² This section is not quoted above, but a copy of the Operating Procedure is attached.

³ Other laws may apply to WPA works of art even though the federal government no longer retains an ownership interest. For example, the National Historic Preservation Act of 1966 (NHPA), 16 U.S.C. §470, et

If you have questions regarding this issue, please contact:

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seq., may apply to the structure if the structure is 50 years old or older. NHPA protects the original fabric of the building. Individual states also have laws that protect historical property.

B U L L E T I N

PUBLIC WORKS OF ART PROJECT

Legal Title to Works Produced under the
Public Works of Art Project

The following memorandum covering the question of the legal title to works of art produced under the Public Works of Art Project and the distribution of these works of art is issued for the guidance of the Central Office, Regional and Sub-Regional Committees conducting the Project.

1. All works of art executed with the intent that they should occupy a particular place in some public building are to be treated as part of that building.
2. The same rule applies as to any piece of sculpture executed for the purpose of being definitely placed in any building or in a public park.
3. All works of art produced by the project which are movable and not executed to occupy some particular location are the property of the Federal Government and will be in the custody for the Federal Government of the various Regional and Sub-Regional Committees and the central office in Washington. The central office and the various Regional Committees in consultation with the central office shall have the authority to place the objects of art produced in any building or park which is in whole or in part supported by taxes; Sub-Regional Committees should forward all works of art in this category to the Regional Committee unless placed in a public building. A suitable label shall be attached in some convenient form to each work of art indicating its title, the artist producing it, and the fact that it was produced under the Public Works of Art Project.
4. In cases such as etchings, lithographs, et cetera, where more than one copy or print of the work of art is produced, the plate, stone, woodblock, etc., shall be kept in the custody of the Regional Committees, until the edition of prints is decided upon by the Regional Committee in consultation with the central committee, then the original plate, etc., shall be forwarded to the Washington Office. In cases coming under this paragraph, the artist shall be allowed to retain for his own files one print.
5. In distributing works of art coming under paragraph three the Regional Committees and the Washington Office shall have discretion in determining the most suitable place of exhibition.
6. Regional Committees and Sub-Regional Committees shall keep a complete record of all works of art produced by artists employed by them. This record should show the name of the artist who produced the work and title which will distinguish it and its destination. A duplicate copy of the report being kept by

the Sub-Regional Committees shall be sent to the Regional Committee and consolidated with their own report which shall be sent to the central office in Washington and consolidated with a similar report which the Washington office shall keep as to all works of art sent to them. All of these reports should include not only the works of art produced under paragraphs one and two, but the works of art to which paragraph three of this memorandum applies. A copy of the combined inventory of all of the work done under the project shall be sent to the Federal Civil Works Administration.

7. In cases such as work being done by the artists in the C.C.C. camps and public works projects arrangements will be made at the request of the artists for the artists to send their work direct to the Washington office and not through the Regional or Sub-Regional Committees.

March 26, 1934.

L. W. ROBERT, Jr.
Assistant Secretary of the Treasury

WORKS PROGRESS ADMINISTRATION

WORK PROJECTS ADMINISTRATION

PROCEDURAL PUBLICATIONS

OPERATING PROCEDURES, HANDBOOKS
OF PROCEDURES, MANUAL OF RULES
AND REGULATIONS, ETC.

OPERATING PROCEDURE G-4 - 5

FEDERAL WORKS AGENCY

WORK PROJECTS ADMINISTRATION

Washington, D.C.

THE OPERATION OF SPECIFIC PROFESSIONAL AND SERVICE PROJECTS

Part I General

Section 1. Purpose and Scope of Procedure This Operating Procedure sets forth regulations relating to the operation of specific types of professional and service projects. The material contained herein should be regarded as a series of operating principles derived from the experience of the Work Projects Administration in the conduct of a program of professional and service projects. These principles, expressed as regulations, are designed to effect the operation of projects in accordance with sound technical and administrative practices, and basic policies of the Work Projects Administration, such as those relating to competition with private industry, displacement of personnel or public agencies, performance of normal functions of public agencies, public benefit of work, etc.

Eligible activities which may be prosecuted under the respective types of projects are found in Operating Procedure No. G-1. The present Operating Procedure carries forward from that point, covering specific limitations as to types of activities which may be conducted, general policies and objectives, supervision and project personnel requirements, including the use of advisory committees, operation of project activities, including the location of project units and provisions relating to physical facilities, relations between the project and outside agencies and between the project and other parts of the Work Projects Administration in the initiation and conduct of

(January 10, 1940)

specific units of work, and other matters concerning techniques of operation, and disposition of the final product of the project. Detailed instructions and suggestions concerning techniques of project operation are found in WPA Technical Circulars, references to which appear in the appropriate sections.

It is expected that projects will be conducted efficiently in accordance with high professional and administrative standards of operation, and, in such a manner as to meet most adequately the needs of the community and the stated objectives of the projects. Project operations shall be within the limitations of the project approval and of WPA rules and regulations including those set forth in this Operating Procedure.

The following sections cover most of the professional and service projects operated by the Works Projects Administration; omission of a type of activity is not to be interpreted as prohibiting such activity, unless it is specifically barred.

(January 10, 1940)

Section 32. Art Policies - Allocation and Loan of Works of Art.

A. General Policy Works of art produced under the WPA Art Program may be allocated to public agencies, supported in whole or in part by tax funds, or may be loaned to non-profit public institutions incorporated and operated exclusively for educational, scientific, and charitable purposes. No work of art may be contracted for or may be allocated or loaned which will replace the usual service or activities provided for in the budget of such agencies or institutions. For the purposes of this section the word "allocated" shall mean the transfer of title.

Care should be exercised in the execution of the proper request form for allocation or loan of works of art to indicate whether the department or institution for which the work is undertaken is tax-supported or nonprofit, and whether the works of art produced under the project are to be allocated or loaned. Art work may be undertaken for and allocated to departments of federal, state, county, and municipal governments. Art work may also be loaned to nonprofit institutions acting as cooperating sponsors provided that works produced under the project remain the property of the official sponsor or co-sponsor. This also applies to craft articles produced by artists, craftsmen, and designers who are regularly employed in fine arts activities and to certain craft articles developed in crafts production projects (see section 33 of this Operating Procedure).

Works of art shall not be undertaken which are intended for use in buildings which come under the jurisdiction of the Public Buildings Administration, Federal Works Agency, unless the Public Buildings Administration appears as co-sponsor. Requests for such proposed work will be considered only where funds are not available for its execution through the Section of Fine Arts of the Public Buildings Administration. REQUEST FOR ALLOCATION, DPS Form 8, for such work shall be forwarded to the Director of the WPA Art Program for clearance with the Section of Fine Arts of the Public Buildings Administration. The types of buildings which are under the Public Buildings Administration are Federal Court Houses, post offices, marine hospitals, immigration stations, mints and other buildings constructed by this agency.

Work may be undertaken by the WPA Art Program for Federal departments such as the War Department, Navy Department, National Park Service, U.S. Forest Service, Veterans' Administration and others. Buildings under these departments include Army barracks, officers' quarters, armories, Army hospitals, Veterans' homes and hospitals, Civilian Conservation Corps camps and National Park Museums, etc.

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Co-sponsors shall operate through the official sponsor in securing allocations of works of art and in the making of contributions. Where the official sponsor does not have the facilities to handle such transactions directly, the Work Projects Administration may be authorized by the official sponsor to allocate works of art to co-sponsors and to receive contributions from co-sponsors. In all cases, contributions shall be credited to the official sponsor.

Following is a suggested form of letter, to be submitted in duplicate, for the delegation of such authority:

The (Name of Official Sponsor) as the official sponsor of the (State) Art Project of the Work Projects Administration, Federal Works Agency, hereby authorizes the Work Projects Administration, to make allocations of works of art, executed by the (State) Art Project, in our behalf and to accept contributions in cash or in kind from public tax-supported agencies eligible as co-sponsors which shall be credited as sponsors' contributions on our behalf. All such contributions shall be made payable to the Treasurer of the United States, and shall be deposited with a Disbursing Officer of the United States Treasury in a Special Deposit Account to be used for the general purposes of the WPA Art Program.

Loans of works of art to co-operating sponsors and contributions to an Art project from co-operating sponsors may be made only through the official sponsor or with the approval of the official sponsor through a co-sponsor. Transactions on account of loans to or contributions from co-operating sponsors may not be handled directly by an Art project; responsibility for such transactions with co-operating sponsors shall remain with the official sponsor or, with the approval of the official sponsor, responsibility shall remain with a co-sponsor.

Care shall be exercised to ensure that allocations or loans of works of art do not compete with private markets. In making allocations or loans to institutions whose functions include the purchase of works of art or whose budget provides for such purchases, evidence shall be submitted to show that such allocations or loans from the Federal government are in addition to and not in lieu of purchases from the outside.

B. Requests for Allocation or Loan of Works of Art Allocations of works of art may be made to departments of Federal, state, county and municipal governments and other institutions supported in whole or in part by tax funds. When requests are received from eligible agencies by the State Art project and specific works of art agreed upon, REQUEST FOR ALLOCATION, DPS Form 8, shall be executed.

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Loans of works of art may be made to nonprofit public institutions incorporated and operated exclusively for educational, scientific and charitable purposes. Murals, architectural sculpture and other works of art which become a permanent part of a structure are not eligible for loan to nonprofit institutions. Requests for loan shall be made through the official sponsor, or with the approval of the official sponsor, through a co-sponsor. When requests are received from eligible agencies by the State Art project and the specific works of art agreed upon, REQUEST FOR LOAN , DPS Form 9, shall be executed.

When requests from eligible institutions are received for works of art, the proper request form prepared in quadruplicate shall be executed. The full name and address of the institution, listing of works, delivery instructions, etc., shall be filled in completely. Where evidence is required as to the eligibility of an institution to receive works, copies of such evidence shall be attached to all copies of the request forms. There shall also be attached information concerning the sponsors' pledges of contributions in cash or kind. The request form shall be signed in duplicate by the official representative of the institution. The State Art Supervisor and the State Director of Professional and Service Projects shall indicate their approval by signing in the designated space. The two signed copies shall be forwarded to the Director, WPA Art Program, Washington, D.C., who will countersign and return to the State Art Supervisor for further attention.

Posters, record photographs, diagrams, charts and similar items are available for allocation only to tax-supported institutions and organizations. REQUESTS FOR ALLOCATION, DPS Form 8, need not be executed for items in this class, but the procedure covering receipt for works of art as described in subsection E of this section shall be followed.

C. Record of Works of Art A RECORD CARD, DPS Form 10, shall be prepared by the State Art project on the completion of each painting, piece of sculpture and mural; for each copy of etchings, lithographs, etc.; and for any other work of art produced, but need not be made for "record photographs," posters or similar items and Index of American Design Plates. (See WPA Technical Series, Art Circular No. 3, Index of American Design manual.)

Section I of RECORD CARD, DPS Form 10, shall be filled out as soon as a work of art has been completed. Section II shall be filled out when a work of art is allocated or loaned to some agency or institution. Section III shall be filled out when a work of art is sent to Washington for national display or circulating exhibitions.

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*Loans of works of art may be made to public institutions or private institutions operated by nonprofit associations to which the public has access free of charge and which are incorporated and operated exclusively for educational, scientific and charitable purposes. Murals, architectural sculpture, and other works of art which become a permanent part of a structure are not eligible for loan to nonprofit institutions. Requests for loan shall be made through the official sponsor, or, with the approval of the official sponsor, through a co-sponsor. When requests are received from eligible agencies by the State art project and the specific works of art agreed upon, REQUEST FOR LOAN , DPS Form 9, shall be executed.

When requests from eligible institutions are received for works of art, the proper request form prepared in quadruplicate shall be executed. The full name and address of the institution, listing of works, delivery instructions, etc., shall be filled in completely. Where evidence is required as to the eligibility of an institution to receive works, copies of such evidence shall be attached to all copies of the request forms. There shall also be attached information concerning the sponsors' pledges of contributions in cash or kind. The request form shall be signed in duplicate by the official representative of the institution. The State Art Supervisor and the State Director of Community Service Programs shall indicate their approval by signing in the designated space. Request forms shall be forwarded to the Director, WPA Art Program, Washington, D.C., for countersignature when such requests involve (1) murals, architectural and monumental sculpture, and other works of art that become a permanent part of a structure; and (2) interstate allocations and loans. All other requests for allocation or loan shall be considered approved when signed by the State Director of Community Service Programs.

Posters, record photographs, diagrams, charts and similar items are available for allocation only to public institutions and organizations. REQUESTS FOR ALLOCATION, DPS Form 8, need not be executed for items in this class, but the procedure covering receipt for works of art as described in subsection E of this section shall be followed.

C. Record of Works of Art A RECORD CARD, DPS Form 10, shall be prepared by the State Art project on the completion of each painting, piece of sculpture and mural; for each copy of etchings, lithographs, etc.; and for any other work of art produced, but need not be made for "record photographs," posters, and similar items and Index of American Design Plates. (See WPA Technical Series, Art Circular No. 3, Index of American Design manual.)

Section I of RECORD CARD, DPS Form 10, shall be filled out as soon as a work of art has been completed. Section II shall be filled out when a work of art is allocated or loaned to some agency or institution. Section III shall be filled out when a work of art is sent to Washington for national display or circulating exhibitions.*

(Revised June 10, 1941)

If any agency or institution which has received a work of art on allocation or loan desires to be released from the responsibility of custody of the work, the official representative of the agency or institution shall communicate with the Director of the WPA Art Program, Washington, D.C. If arrangements for return of the work of art to the state are completed, the record card will be returned to the State Supervisor of the Art project.

In forwarding to the Washington office etchings, lithographs, woodcuts, or other graphics, it will not be necessary to prepare a separate DPS Form 10, for each print of such items. A single record card shall be prepared for each design in the shipment, and showing the following information.

1. Number of prints in the edition;
2. Number of prints in the shipment;
3. Serial or other identification numbers of prints shipped.

As section II of the record card will not be used in the case of works of art shipped to the Washington office, the above information may be entered in section II by obliterating present captions and substituting new ones.

In order to avoid unnecessary photography by the Washington office of works of art sent to Washington, it is requested that the space provided following "photographs" in section III of the record card be checked, if the work has been photographed and prints are available.

It will be noted that the Washington file of DPS Forms 10 will not comprise an index of all works of art produced under the WPA Art Program; rather, it will be a file of those works forwarded to Washington or works allocated or loaned by the states with Washington approval.

In the shipment to Washington of preliminary sketches and models for approval of the Director of the WPA Art Program, it will not be necessary to forward a shipping card on the works shipped. Such shipments will be covered by SHIPPING RECEIPT, DPS Form 11, in duplicate. A signed copy of the shipping receipt will be returned to the State Art Supervisor and will serve as a record of the transaction.

The record card procedure outlined above will not apply to works of art which are loaned for temporary exhibition purposes. A record of works of art loaned for this purpose will be maintained by the use of SHIPPING RECEIPT, DPS Form 11, which shall be executed with a list of the works contained in each shipment, and forwarded to the cosignee for signature and returned to the cosignor.

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D. Identification of Works of Art IDENTIFICATION CARD, DPS Form 12, shall be prepared and firmly affixed to the back of each picture or base of each sculpture, diorama, model or similar work. In the case of oil paintings, the card should not be glued to the back of the canvas, but shall be glued or tacked to the stretcher.

A brass tage [sic] reading (Name of State) "WPA Art Program" shall be screwed to the lower center of the frame or otherwise suitably attached to each work of art. In the case of unframed pictures, a sufficient number of these metal tags should be given the institution with complete instructions for affixing to the work after framing. A standard design shall be used for all metal tags, a sample of which will be issued by the Washington office.

E. Receipt for Works of Art A RECEIPT FOR ALLOCATION, DPS Form 13, and a RECEIPT FOR LOAN, DPS Form 14, shall be prepared in quadruplicate for each item or group of items allocated or loaned to any agency or institution. Upon the delivery of the works of art, the official representative of the institution shall sign two copies and retain the third copy for his own record. One signed copy shall remain in the state files, clipped to the duplicate of the proper request form. The original of the receipt, together with the original of the request form and record card shall be sent immediately to the Director of the WPA Art Program, Washington, D. C., to be placed in the central record file of allocations and loans of works of art maintained in Washington, D. C. In connection with the loan of works of art, a copy of the request for loan and receipt for loan shall be forwarded to the sponsor or co-sponsor.

Samples of the forms required are attached. The forms shall be reproduced by the states.

F. Sponsors Contributions Sponsors receiving allocations or long term loans of works of art are expected to make contributions to the Art project to cover approximately the various nonlabor costs of project operation, and/or special services required by the project. A schedule of suggested contributions will be provided by the Director of the WPA Art Program, Washington, D. C.

In the case of such cash contributions, whenever possible, the transmittal letter covering such cash contribution shall permit the use of the contribution for the general purposes of the Art project; and when a cash contribution is made by a co-sponsor, the transmittal letter shall state that the contribution is made in behalf of the official sponsor, and that rights to accounting and refund are waived. This will permit the deposit of all cash contributions in a pooled special deposit account. Checks shall always be made payable to the Treasurer of the United States.

(January 10, 1940)

Contributions from nontax-supported agencies acting as cooperating sponsors shall always be made through the official sponsor or, with the approval of the official sponsor, through an eligible co-sponsor (for instructions on accounting for sponsor's contributions, see Operating Procedure No. F-53).

(January 10, 1940)

Date _____

The following work is requested for allocation to _____

 a tax-supported institution at _____

Blank lined paper for writing.

If the pictures are delivered unframed, it is agreed that the institution will frame suitably and affix "WPA Art Program" metal tag.

Date of delivery _____ Signed _____

Title _____

Approved _____ Director, WPA Art Program,
Washington, D. C.

A608

Date_____

The following work is requested for loan to _____

<u>Artist</u>	<u>State</u>	<u>Title of Work</u>	<u>Medium</u>	<u>Contribution</u>
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Blank lined paper for writing.

To be called for () to be delivered charges collect ()
prepaid ()

Date of Delivery _____ Signed _____

Title _____

State Director, Professional and Service Projects

Approved _____
(Sponsor or Co-Sponsor) _____ (Title) _____

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WORK PROJECTS ADMINISTRATION
WPA ART PROGRAM
RECORD CARD

STATE _____

SECTION I - to be filled in for all completed works

Name of Artist	Medium
----------------	--------

Title of Work _____ Date Completed _____

State _____ County _____ City _____

Size of Work	Unmatted	Matted	Unframed	Framed
1000	1000	1000	1000	1000
2000	2000	2000	2000	2000
3000	3000	3000	3000	3000
4000	4000	4000	4000	4000
5000	5000	5000	5000	5000
6000	6000	6000	6000	6000
7000	7000	7000	7000	7000
8000	8000	8000	8000	8000
9000	9000	9000	9000	9000
10000	10000	10000	10000	10000

SECTION II - To be filled in for works allocated or loaned

To what agency has this work been allocated _____ loaned ? Date _____

Name _____ Address _____

City _____ State _____

If loaned, indicate length of time loan approved _____

Section III - To be filled in for works sent to Washington

Photograph Negative No.

Is this work to be returned to the state? _____ Date of return _____

Place of return _____ Date returned _____

(FRONT)

EXHIBITION RECORD

Exhibition

Number	Institution or Agency	Address	Dates Shown
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Institution or Agency

Address

Dates Shown

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
WPA ART PROGRAMSHIPPING RECEIPT

Date _____

Shipped To _____
_____For Return () For Exhibition # _____ Title _____
For Loan () held at _____ Dates _____
For Allocation () Shipping Expense to be Charged to _____ARTISTSTATETITLEMEDIUMReceived by _____
Title _____
Date _____

IMPORTANT: PLEASE SIGN ORIGINAL AND RETURN AT ONCE AS ACKNOWLEDGEMENT OF RECEIPT.
YOU MAY RETAIN DUPLICATE TO SERVE AS YOUR RECORD.

Space below reserved for Washington Office

Listed by _____ Entered on record cards by _____

Notified Mail Room to call for Parcel Post () Packed by _____

to make Bill of Lading and call Express () Date _____

Shipped _____

BILL OF LADING: Original copy to addressee
for File
A608

() 2 copies to Mail Room () 1

(To be put on a 3" x 5" card)

DPS Form 12	FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION WPA ART PROGRAM IDENTIFICATION CARD
ARTIST _____	
STATE _____	MEDIUM _____
TITLE OF WORK _____	
ALLOCATED	LOANED TO _____
_____ DATE _____	
The Above-named agency assumes the custody of this work subject to regulations of the WPA Art Program and agrees not to remove this identification.	

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

WPA ART PROGRAM
RECEIPT FOR ALLOCATION OF WORKS OF ART

Date:

We herewith acknowledge receipt of the following works of art allocated to us by the Works Projects Administration - Art Program, Federal Works Agency. It is understood and agreed that the allocation of these works is subject to the regulations of the WPA Art Program and is for the purpose which we have indicated on REQUEST FOR ALLOCATION, executed by us.

<u>Artist</u>	<u>State</u>	<u>Title of Work</u>	<u>Medium</u>
---------------	--------------	----------------------	---------------

Name of Institution	Signed by
---------------------	-----------

Address	Title
---------	-------

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

WPA ART PROGRAM

RECEIPT FOR LOAN OF WORKS OF ART

Date: _____

Art Work Received from _____,
(Sponsor or Co-sponsor)
executed under the Work Projects Administration - Art Program, Federal
Works Agency.

We herewith acknowledge receipt of the following works of art loaned to
us. It is understood and agreed that the loan of these works for public
exhibition purposes is subject to the regulations of the WPA Art Program
and is for the purpose which we have indicated on REQUEST FOR LOAN executed
by us.

<u>Artist</u>	<u>State</u>	<u>Title of Work</u>	<u>Medium</u>
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Name of Institution _____	Signed by _____
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Address _____	Title _____
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